

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 179
OCTOBER 5, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, October 5, 2011, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member – excused

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Dave Bonvouloir, Steve Marx, Bryant Mercil

Others Present: Elaine Marlow, Budget Director, Keith Higman, Bob Pederson, Jeff Lauderdale, Rufus Rose

Record Part 1 @00:20

Add-on

Subject/Description: Out of State Travel

Attachment: yes

Action Requested: Approval to send five personnel to attend the Northwest Paving Management Association Conference in Portland, Oregon from October 8 – 21, 2011.

Follow up: Okay with Board.

Solid Waste

Subject/Description: Coupeville Transfer Station Well – Purchase Order for Whidbey Well Drillers, LLC

Attachment: Request for Quotations, Specifications, Proposal, PO & Bid Tab

Action Requested: Approval of PO 9171 for materials and labor to install non-potable water supply well at the Coupeville solid waste complex; Whidbey Well Drillers, LLC; Total Amount: \$14,654.39

Follow Up: Okay with Board.

Parks

Subject/Description: Camano Tennis Courts – Tree Cutting

Attachment: yes

Action Requested: Removal of trees between the Camano Tennis Courts and the County Health building. The Board requested staff look into replacement planting that does not impact the courts.

Follow Up: Okay with Board.

Public Works

Subject/Description: Resolution establishing the Island County Clean Water Utility System of Charges

Attachment: Draft Resolution

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Action Requested: Approval of resolution establishing a system of annual per parcel utility charges based on zoning classification. (Bill Oakes will remove the mailing address from the exhibits and increase the size of the font.)

Follow Up: Okay with Board to move forward with resolution.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, October 5, 2011, at 9:35 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member - excused

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record Part 1 @24:50

Subject/Description: PAA's

Attachment: none

Action Requested:

Clerk

- .6 FTE Deputy Clerk

Auditor

- Upgrade Financial Accounting Coordinator NR 10 to Accountant 1 NR 12

Prosecuting Attorney

- .6 FTE Deputy Prosecuting Attorney

Facilities

- Position move to bargaining unit – NR-8 to C-8

Human Resources

- Human Resources Analyst

Follow up: Okay with Board.

Subject/Description: Leave Accrual Policy Revision

Attachment: yes

Action Requested: The Board discussed the following suggested changes to the leave policy:

- Eliminate continued vacation accrual after 30 years and replace with equivalent HRA VEBA contribution.
- Allow employees to cash out hours over 240 at 50%.

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- Not allow terminating employees to carry over vacation into the month following their last day of work.
- Voluntarily terminating employees will receive a vacation leave payout only if they provide the County with adequate (i.e. two weeks) notice of termination. Employees who abandon their jobs will forfeit their accrued leave. This does not pertain to employees who terminate employment suddenly due to illness. (Commissioner Homola would like to see language added to provide flexibility for extenuating circumstances.)

Follow up: Make revisions and bring back to October 19, 2011 work session.

Subject/Description: Medical Insurance Opt Out for Non-represented employees

Attachment: yes

Action Requested: The County's agreement with WCIF does not allow employees to opt out of the County's medical insurance. WCIF does allow the County to offer an HRA VEBA to employees who decide to opt out.

Follow up: Okay with Board to move forward with offering an HRA VEBA to non-represented employees who decide to opt out of medical insurance.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, October 5, 2011, at 10:15 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member – excused

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Don Mason,

Others Present: Elaine Marlow, Budget Director, Chris Hilton, WCLT, Rufus Rose, Jeff Lauderdale

Record Part 1 @01:08:10

Subject: 2011 Conservation Futures Fund applications (cont from 9/21/11)

Attachment: no

Action Requested: Approval of Conservation Futures Funding - 2011 Projects

- 1) Project Name: Trillium Community Forest
Sponsor: Whidbey Camano Land Trust
Amount: \$310,000.00
- 2) Project Name: Maxwelton Outdoor Classroom M&O
Sponsor: Whidbey Watershed Stewards
Amount: \$12,000.00
- 3) Project Name: Swan Lake Habitat Assessment and Restoration Feasibility Study M&O
Sponsor: Swan Lake Watershed Preservation Group
Amount: \$66,000.00

Follow Up: Okay with Board to move forward to Monday's regular agenda.

Planning & Community Development Summary Minutes

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Attachment: yes

Action Requested: Schedule public hearing on 283/10 OPS; Friends of Freeland is requesting that all of their contiguous 43.4 acres be admitted into the PBRs current use tax classification program.

Follow up: Okay with Board to move forward to Monday's agenda to schedule public hearing on October 24, 2011 at 2:15 p.m.

Subject/Description: Shoreline Master Program Grant update

Attachment: no

Discussion: Karen Stewart, SMP Coordinator, updated the Board on Grant No. G1100007 with the State of Washington Department of Ecology for the Comprehensive Shoreline Master Program update releasing Years 2 and 3 funding (Fiscal Years 2012 and 2013) and contract with ESA Adolphson.

EXECUTIVE SESSION ANNOUNCED

Chair Homola announced the Board of Island County Commissioners will meet in Executive Session as allowed under RCW 42.30.110(1)(i) to discuss matters of potential litigation with legal counsel, beginning at 11:30 a.m., in the County Administration Building, Room 116, Coupeville, Washington. The session was anticipated to last half an hour with no announcement afterwards in open public session.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, October 5, 2011, at 1:00 p.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair

Staff: Pam Dill

Helen Price Johnson, Member

Kelly Emerson, Member - excused

Staff Present: Keith Higman, Director, Kerry Graves

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

The first Health Department Work Session of the month is designated for informal discussion of Board of Health matters.

Record Part 2@00:06

Administration

Subject/Description: Hydrogeologist position

Attachment: yes

Action Requested: Approval to work with Human Resources on re-evaluating the activities, responsibilities, role and compensation of the current job description.

Follow up: The Board supported the request. Human Resources will bring back a PAA for the Board's review.

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**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, October 5, 2011, at 11:00 a.m. and 1:25 p.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member - excused

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record Part 1 @01:50:00

Subject/Description: Revising the Island County Purchasing Policy regarding Public Works Projects

Attachments: draft resolution

Action Requested: Approval of resolution revising the Island County purchasing policy in order to clarify that the policy includes public works projects.

Follow-up: Okay with Board.

Subject/Description: Proclamation for Breast Cancer Awareness Month

Attachments: yes

Action Requested: Resolution Proclaiming October 2011 National Breast Cancer Awareness Month.

Follow-up: Okay with Board to move resolution forward to Monday's agenda.

Record Part 2 @22:00

Subject/Description: Annual review of Lodging Tax Advisory Committee

Attachments: yes

Action Requested: The Board reviewed the committee membership as required under ICC 3.06.060.A.

Subject/Description: Advisory Committee – RCW 84.34.145

Attachments: draft resolution

Discussion: The Board reviewed the draft resolution establishing the Farm/Agriculture Advisory Committee.

Follow-up: Move forward with revised resolution for approval at a Monday meeting. Once approved a press release advertising for the positions will be sent to the newspapers.

**Chairman's Agenda
Summary Minutes**

The County Commissioners met during Chairman's portion of Work Session on Wednesday, October 5, 2011, at 2:00 p.m., in the Island County Administration Building, Room 116, Coupeville, WA.

Present were:

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County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member - excused

Staff: Pam Dill

Staff Present: Elaine Marlow

Others Present: Karen Bishop, District Manager, WICD, Fran Einterz, Chair, WICD, Tom Fournier, Treasurer, WICD, Wendi Hilborn, Vice-Chair, Auditor, WICD, Rob Hallbauer, Natural Resource Planner, WICD, Bruce Gordon, Farm Conservation Planner, WICD, Tim Keohane, Member, WICD, Monte Marti, Snohomish Conservation District, Rufus Rose, Jeff Lauderdale

Record Part 2@58:50

Subject: Report on fiscal year activities from the Island County and Snohomish County Conservation Districts

Attachments: Whidbey Island Conservation District, Summary Report of Accomplishments FY2011/Snohomish Conservation District, Financial Report – October 1, 2010-September 30, 2011

Information: Karen Bishop, District Manager, Whidbey Island Conservation District and Monte Marti, Snohomish Conservation District, provided the Board with a brief review of their accomplishments for Year 2011 and goals for 2012.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board